

DATABASE ASSOCIATE

Department of Administration – Information and Technology Management Division (ITMD)

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the direction of the Database Administrator (DBA), the Database Associate provides support for the Information and Technology Management Division (ITMD) Oracle database servers, storage, client software, and configuration to support and improve ITMD's citywide database system. The Database Associate maintains various mission-critical production databases and provides system support for e-government development and applications; time entry; parking; project management; process automation; service requests; community groups; geographic information systems (GIS); health, financial, legal, and protective service applications; and Milwaukee County. Working in a team environment, the person in this position continually employs strategies for improving the City's database operating efficiency.

ESSENTIAL FUNCTIONS:

- Monitors and maintains database server hardware, virtualized servers, operating systems, and database software. Provides functional support in areas such as user accounts, Structured Query Language (SQL) queries, batch data loads, table and view definitions, and end-user support.
- Performs backup procedures for operating systems and databases to ensure recoverability.
- Assists other City departmental IT Staff with their database needs (Oracle, MS SQL Server), such as the Department of Public Works (DPW), the Milwaukee Police Department (MPD), the Milwaukee Fire Department (MFD), the Treasurer's Office, Milwaukee Health Department (MHD), and Municipal Court. Provides general assistance, maintenance, backups, and database administration.
- Ensures the data integrity of databases, including monitoring databases daily to ensure high availability of production databases and performing performance tuning and troubleshooting. Notifies the DBA of issues and potential problems promptly. Recovers and restores production, development, and test databases. Maintains storage allocations on production and development databases as well as projects future storage requirements. Performs data searches and updates and maintains records.
- Performs relational database management system (RDBMS) tasks related to MS SQL Server and Oracle.
- Creates and maintains accurate documentation.
- Writes, edits, and tests SQL batch files, uses Procedural Language/Structured Query Language (PL/SQL), provides PeopleSoft application support, and schedules and automates database processing and tasks.
- Stays abreast of changing technology, researches and tests application and support software, and recommends infrastructure changes to improve the operating efficiency of the City's databases.
- Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- The Database Associate must be willing and able to be on call 24/7. The person in this position must be able to work adjusted or extended work hours during system emergency situations.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in computer science, management information systems (MIS), mathematics, business administration, or a related field from an accredited college or university.
NOTE: College transcripts are required and must either be submitted with application, sent as an email attachment to staffinginfo@milwaukee.gov, or sent to the City of Milwaukee, DER, Box DBA-ITMD, 200 E Wells St, Room 706, Milwaukee, WI 53202. (Student copies are acceptable.)
2. Two years of experience administering, supporting, maintaining, and restoring Oracle database applications, performing duties related to this position.
Equivalent combinations of education and experience may also be considered. For example, an Associate Degree plus two years of experience as described in #2, above, may be substituted for the Bachelor's Degree requirement.
3. Valid driver's license at time of appointment and throughout employment.

4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Experience administering MS SQL Server database(s) and/or being an MS SQL Server DBA.
- Experience with Oracle Real Application Clusters (RAC), Data Guard, and Recovery Manager (RMAN).
- Experience using MS Windows Server and Linux.
- Experience managing servers in a storage area network (SAN) and virtual environment.
- Related certifications, such as Database 11g Administrator-Oracle Certified Associate and Microsoft SQL Server.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of computers, servers, operating systems, and standard software applications.
- Knowledge of database design, structure, and security, particularly Oracle.
- Knowledge of application programming concepts and languages.
- Knowledge of mathematics.
- Skill in analyzing and troubleshooting complex application and database problems.
- Skill in recognizing and mitigating performance inefficiencies.
- Decision-making skills and sound judgment.
- Oral communication skills.
- Technical writing skills, including the ability to produce clear system documentation.
- Interpersonal and customer service skills.
- Ability to work well independently and as team member.
- Ability to effectively manage multiple projects, meet deadlines, and stay organized.
- Ability to remain calm during system emergencies.
- Ability to maintain confidentiality.
- Ability to research emerging technologies and master new software quickly.

THE CURRENT SALARY RANGE (2GX) IS: \$50,206-\$70,295 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation, written or oral tests, performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to an oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 30, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained by visiting www.milwaukee.gov/jobs, in person from the Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, or by calling 414.286.3751.